



POSITION VACANCY

WYOMING LEGISLATIVE SERVICE OFFICE

Position Title: Associate Fiscal Analyst, Fiscal Analyst, Senior Fiscal Analyst

Agency and Location: Wyoming Legislative Service Office, Cheyenne, Wyoming

Position Overview: The Wyoming Legislative Service Office (LSO), Budget/Fiscal Division, is seeking a motivated, critical thinker inspired to make a difference in the State of Wyoming by applying analytical skills to revenue forecasting, public budgeting, and policy analysis.

If selected, you will become an important member of a cadre of non-partisan professionals who staff some of the most important committees in Wyoming state government, including the Joint Appropriations Committee, Joint Revenue Interim Committee, Joint Education Interim Committee and the Select Committee on Capital Financing and Investments. In addition, you will have an opportunity to positively impact the State through support to other committees and individual legislators on budget matters and state expenditures. Staff in this role develop information on revenues and fiscal impacts for proposed legislation. You may also be involved in monitoring and supporting legislative activities related to K-12 school finance and for school capital construction and serve as staff to the various committees charged with K-12 education responsibilities.

Essential Functions:

- Conduct independent fiscal analysis of the state budget and state revenues for the Wyoming Legislature.
- Prepare objective, quantitative research, develop and assess fiscal impacts of proposed legislation, and monitor and forecast state revenues.
- Draft budget amendments, compile periodic state fiscal reports, and develop budget analysis as requested by committees or individual legislators.

Desired Qualifications:

- Bachelor's degree in accounting, finance, economics, business or related field. Advanced degree (MPP, MPA, MA, MBA, etc.) or professional license (CPA) preferred.
- Experience in Microsoft and statistical software applications.
- Self-starting, intellectually curious and creative individual comfortable operating in a fast-paced, high pressure, nonpartisan environment.
- Excellent analytical, writing, presentation and interpersonal skills.

- Knowledge of state government procedures and fiscal research preferred.

Position Details:

- Multiple positions are available.
- The LSO has three classifications for these positions: Associate Fiscal Analyst, Fiscal Analyst, and Senior Fiscal Analyst. The salary for the Associate Fiscal Analyst begins at \$64,800 per year, with subsequent classifications beginning at higher salary levels. The position classification and commensurate starting salary will be determined by the Director of the LSO based upon a successful applicant's qualifications and experience.
- Travel required, as necessitated by committee staffing schedule.
- All employment with the Wyoming Legislature is at-will.
- Employees of the LSO receive many of the same benefits as employees of executive branch of the State of Wyoming, including participation in the Wyoming Retirement System. For specifics, please see <https://ai.wyo.gov/divisions/human-resources/benefits>.

Availability: Immediate.

Applications: Please send cover letter, resume, one-page writing sample, salary requirements and professional references and postsecondary transcripts, in PDF format, to: Don.Richards@wyoleg.gov or Don Richards, Budget/Fiscal Administrator; Wyoming Legislative Service Office; 200 West 24th Street; Cheyenne, WY 82002.

Closing Date: Applications will be accepted and reviewed continually until the positions are filled, with priority given to those received by April 15, 2022.